

Administrative Analyst II

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DEPARTMENT

The Human Resources Department is comprised of a team of professional employees committed to ensuring the delivery of quality human resources programs and excellent service to City staff and the public. Regular staffing consists of one Human Resources Director, three Administrative Analysts, two Technicians and one clerical position. The Department serves 480 regular employees, is a full-service Human Resources Department, and has six separate unions under collective bargaining.

THE POSITION

If you are a highly capable individual seeking a challenging, fast-paced and demanding environment where resourcefulness and independence are essential – you will find this opportunity exciting. The City of Milpitas is looking for energetic, flexible and results-oriented individuals to join its Human Resources Department team. The individual(s) selected must be analytical, willing to embrace change, and work as a team member to enhance the services the Human Resources Department provides to both City employees and the surrounding community.

Requires analytical skills, excellent interpersonal and communication skills, initiative and follow-up to complete projects and ability to maintain confidentiality. Knowledge of basic principles

and practices of Human Resources; **public administration is highly desirable.** Primary responsibilities include a variety of personnel programs and will work under general direction from the Human Resources Director. The major programs include HRIS experience setting-up & running complex payroll & benefit systems, personnel administration, technical writing, recruitment and selection, and City-wide training programs. In addition, the individual will have the opportunity to work on a broad spectrum of projects and contribute in other areas such as, classification and compensation, employee relations, workers' compensation and policy development.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major coursework in human resource administration, public administration, business administration, political science, or a closely related field.

Experience: Two years of professional human resources experience at the analytical level.

Knowledge and Abilities:

- Exceptional analytical abilities and experience in conducting complex research projects and implementing human resources programs.
- Professional experience in HRIS with hands-on experience setting-up & running complex payroll & benefit systems.
- Demonstrable proficiency in technical/legal writing and research.
- Excellent interpersonal skills and a commitment to providing quality service.
- Outstanding verbal and written communication skills.
- The ability to develop strong working relations with individuals at all levels of the organization.

LICENSE

Must possess and maintain throughout employment a valid California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas.

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of screening interviews, written exercises, and/or an oral board interview. Candidates who successfully pass all phases of the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

This recruitment will be open until filled and may be closed at any time. Candidates should submit their application packets as soon as possible as testing will occur once a sufficient number of qualified applications have been received.

TO APPLY

Submit a completed City of Milpitas application, supplemental questionnaire, and a resume, detailing relevant education, training, and experience to:

**City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035**

An application and a complete job description are available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

SALARY AND BENEFITS

Annual Salary	\$ 66,729 - \$87,835 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2.7% at 55 plan, with single highest year.
Health Insurance	Multiple plans.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$50,000 life insurance. Long and short-term disability coverage.
Sick Leave	12 days per year.
Vacation	16 days per year to a maximum of 36 days per year.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$900 per year, City paid.
Flexible Spending	Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035

The City of Milpitas California



**Announces a job
opportunity for**

HUMAN RESOURCES ADMINISTRATIVE ANALYST II

Annual Salary:
\$ 66,729 - \$ 87,835
(Employee pays 8% PERS contribution.)

Open Until Filled